Creating Accessible Documents with Microsoft Word

Screen Reader Instructions

Overview

The content presented in this training includes alternative text for screen reader accessibility, and is organized for logical navigation. You can navigate the content on a page using tab, and shift plus tab, to move forward and backward among interactive elements, such as buttons. Use the standard reading commands for your screen reader, usually the up and down arrow keys, to move among both interactive and non-interactive content. Using the arrow keys is the recommended way to narrate the course content.

Buttons in this course are activated by pressing the enter or space key. Depending on your screen reader, you may need to press control plus enter, or control plus space, to send the keystroke to the training. It is recommend that you test activating the buttons on the first page of the training. If you are having trouble, try activating the pass through command for your screen reader and then pressing enter or space.

To navigate from page to page, activate the next and back buttons by tabbing to them and pressing enter, control plus enter, or space plus enter. You can also use the right square bracket hot key to go to the next page, and the left square bracket hot key to go to the previous page.

Several buttons in this course have keyboard shortcuts or hot keys that you can press at any time to activate the corresponding button. To use these hot keys, you do not need to tab to the button itself. These shortcuts are listed under the *Hot Keys* heading in this document, as well as in the alternative text for the buttons themselves.

To improve the accessible experience for this course, you may want to disable narration of clickable objects. This will prevent the screen reader for narrating the word "clickable" for each content element. The table of contents feature is not accessible, but should you accidentally land on the table of contents, you can return to the course content by using the tab key.

Each lesson includes one or more narrated videos that demonstrate accessibility features and best practices for Microsoft Word. To get the most from these demonstrations, please familiarize yourself with the exercise documents linked to each lesson. When an exercise document is available, a Document Button is added to the navigation choices. This can be activated by pressing the backslash key. Activating this button will allow you to open or save the exercise document. Pages with videos will play automatically, but these pages do not contain text that needs to be narrated. An introductory page is included before each video with the option for you to continue, when ready.

The activities at the end of each lesson provide you with additional opportunities to explore accessibility best practices using the exercise documents. You will answer practice questions that help guide application of the accessibility techniques discussed.

Thank you for taking the time to complete this training!

Hot Keys

1. To go to the next page, press the right square bracket.
2. To go to the previous page, press the left square bracket.
3. To open an exercise document, when available, press backslash.
4. To submit a knowledge check answer, press period.